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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

AMS INSTRUCTION No. 305-2 AUX 1

ACTION BY: All Divisions and Offices

Leave Regulations

I PURPOSE

The purpose of this Auxiliary to AMS Instruction No. 305-2, Leave Regulations, is to assign to officials of divisions and offices the responsibility for maintaining the leave records of nonallocated cooperatively controlled employees who are subject to special leave systems.

II PEN-AND-INK CHANGES IN SECTION III C 1

Immediately after the word "records" in the second line of Section III C 1, insert the words "except as indicated in paragraph D of this Section."

III ADDITION OF PARAGRAPH D TO SECTION III

Section III is amended by the addition of paragraph D reading as follows:

D Divisions and Offices. Officials of Washington divisions and offices and heads of field offices are responsible for the maintenance of the official leave records of those nonallocated cooperatively controlled (NA/CC) employees under their direct supervision who are subject to special leave systems established under the terms of cooperative agreements. The official leave records shall be maintained in such manner as to be readily available for examination by representatives of the area administrative division and the Program Appraisal and Audit Division.



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